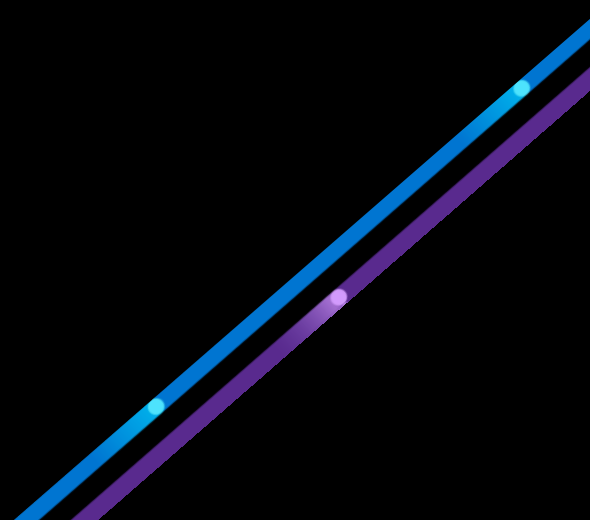Microsoft Learn
STUDENT AMBASSADOR

The 3As

❑ Analyze

❑ Act

❑ Automate

Advantages

- ❑ Efficient and productive
- ❑ Time-saving
- ❑ Cost effective
- ❑ Low code/ no code

Features

❏ **AI Builder** lets users and developers add AI capabilities to the workflows and Power Apps they create and use. AI Builder is a viable solution that allows you to easily add intelligence to your workflows and apps and predict outcomes to help improve business performance without writing code.

❏ **Microsoft Dataverse** is a scalable data service and app platform which lets users securely store and manage data from multiple sources and integrate that data in business applications using a common data model to ensure ease and consistency to users. Microsoft Dataverse is the common currency that enables the components of Microsoft Power Platform to work together. It's the foundation that enables the consolidation, display, and manipulation of data.

❑ **Connectors** enable you to connect apps, data, and devices in the cloud. Consider connectors the bridge across which information and commands travel. There are more than 275 connectors for Microsoft Power Platform, enabling all of your data and actions to connect cohesively. If the connectors don't meet your requirements or you need a specific one for your enterprise, Power Automate offers you the opportunity of creating a custom connector to work with your data.

Security Policies

Your organization's data is likely one of the most important assets you are responsible for safeguarding as an administrator. The ability to build apps and automation to use that data is a large part of your company's success. You can use Power Apps and Power Automate for rapid build and rollout of these high-value apps so that users can measure and act on the data in real time. Apps and automation are becoming increasingly connected across multiple data sources and multiple services. Some of these might be external, third-party services and might even include some social networks. Users generally have good intentions, but they can easily overlook the potential for exposure from data leakage to services and audiences that should not have access to the data.

Whether for personal or corporate use, you can enact measures that will keep your data safe.
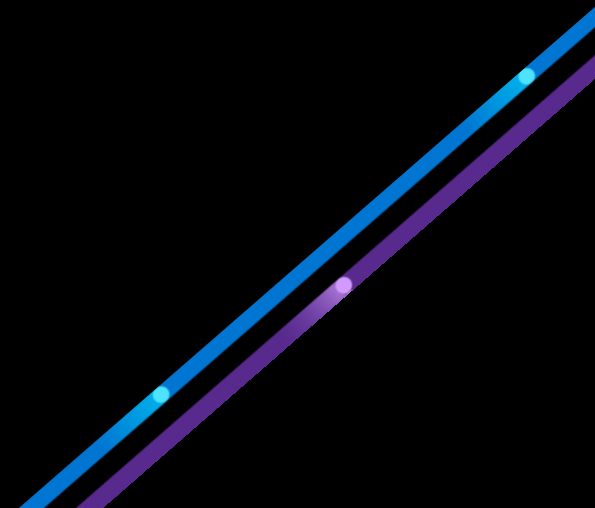
Power Automate

❑ A better and automatic way to get things done

❑ A cloud-based system that turns manual tasks into automated **workflows**

❑ Offers **API-based** automation to connect multiple applications together

❑ A system to simplify complex processes and manage them effectively

❑ Formerly known as Microsoft Flow

Templates

Power Automate has loads of predesigned flows for daily tasks. From setting alarms so that you don't miss that early morning meeting to uploading your email attachments to a specific folder, Power Automate has got you covered.

If you don't find what you want from the exhaustive list, you can create yours from scratch with triggers and connectors of your choice.

Triggers & Actions

❑ **Triggers** are specific to **Power Automate** and prompt a flow to begin. Triggers can be time based, such as a flow which begins every day at 8:00 am, or they could be based off of an action like creating a new row in a table or receiving an email. You will always need a trigger to tell your workflow when to run.

❑ **Actions** are used in Power Automate and Power Apps. Actions are initiated by the user or a trigger and allow interaction with your data source by some function. For example, an action would be sending an email in your workflow or app or writing a new line to a data source.

Trigger   Action

Power Automate

Search for helpful resources

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Action items

My flows

Create

Templates

Connectors

Data

Monitor

AI Builder

Process advisor

Solutions

Learn

Ask a chatbot

Post MSN Weather updates to Yammer group everyday

By Microsoft

Scheduled   1215

Save Outlook.com email attachments to your OneDrive

By Microsoft Power Automate Community

Automated   159151

Save email attachments from Outlook.com to Dropbox

By Microsoft

Automated   4729

Complete a custom action for the selected file

By Microsoft

Instant   24283

Keep my schoolwork in sync with my Google Drive

By Microsoft

Automated   7010

Save Gmail attachments to a Dropbox folder

By Microsoft

Automated   4191

Get daily reminders from your Outlook.com email

By Microsoft

Scheduled   4540

Run sentiment analysis on tweets and push results to a Power BI dataset

By Microsoft

Automated   4363

Notify and Email when a new file is uploaded to OneDrive

By Microsoft Power Automate

Create an issue in Azure DevOps when an email is received

By Microsoft Power Automate

Send an email for new Tweets about a certain keyword
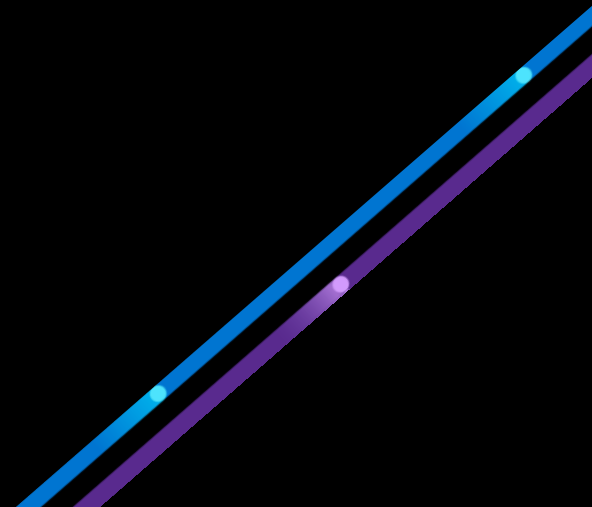
By Microsoft

Trigger a flow with a Power BI data-driven alert

By Microsoft

Types of flows

❑ Cloud flows
  ✓ Automated flows
  ✓ Instant flows
  ✓ Scheduled flows

❑ Desktop flows
❑ Business process flows

Why Power Automate?

❑ Enables you to give your time to more important tasks

❑ Eliminates repetitive tasks so you can do what you do best

❑ Offers you endless possibilities with hundreds of connectors

❑ Makes you powerful without any coding experience

❑ Gets your back when you are away from your PC

Resources

❑ Introduction to Microsoft Power Platform

https://docs.microsoft.com/en-us/learn/modules/introduction-power-platform/

❑ Microsoft Power Platform Fundamentals

https://docs.microsoft.com/en-us/learn/paths/power-plat-fundamentals/

THANK YOU